## Michigan Treasury Online Business Services

Michigan Treasury Online BUSINESS SERVICES

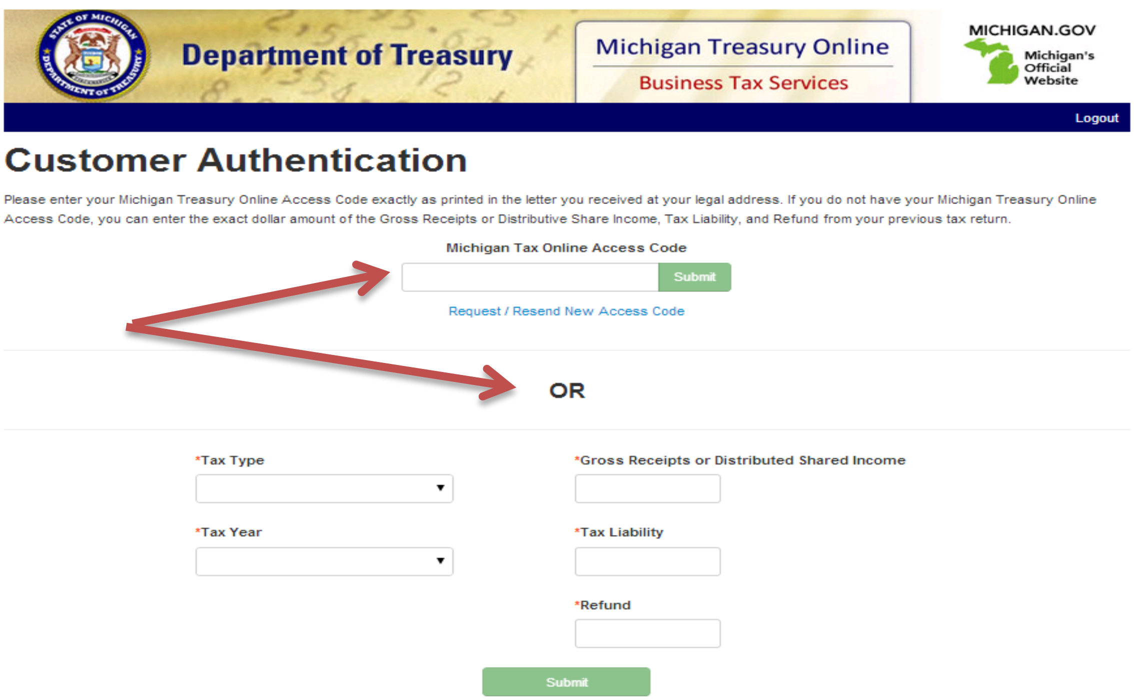
# User Guide

## Accessing Michigan Treasury Online Business Tax Services

After following the steps in the Getting started with Michigan Business One Stop user guide, you can access the Michigan Treasury Online Business Services web site. The first visit will require an access code or information from a previously filed Michigan Business Tax, Flow-Through Withholding or a Michigan Corporate Income Tax return. If a Michigan Treasury Online Business Tax Services Access Code letter *has not* been received, click the 'Request/Resend New Access Code' link.

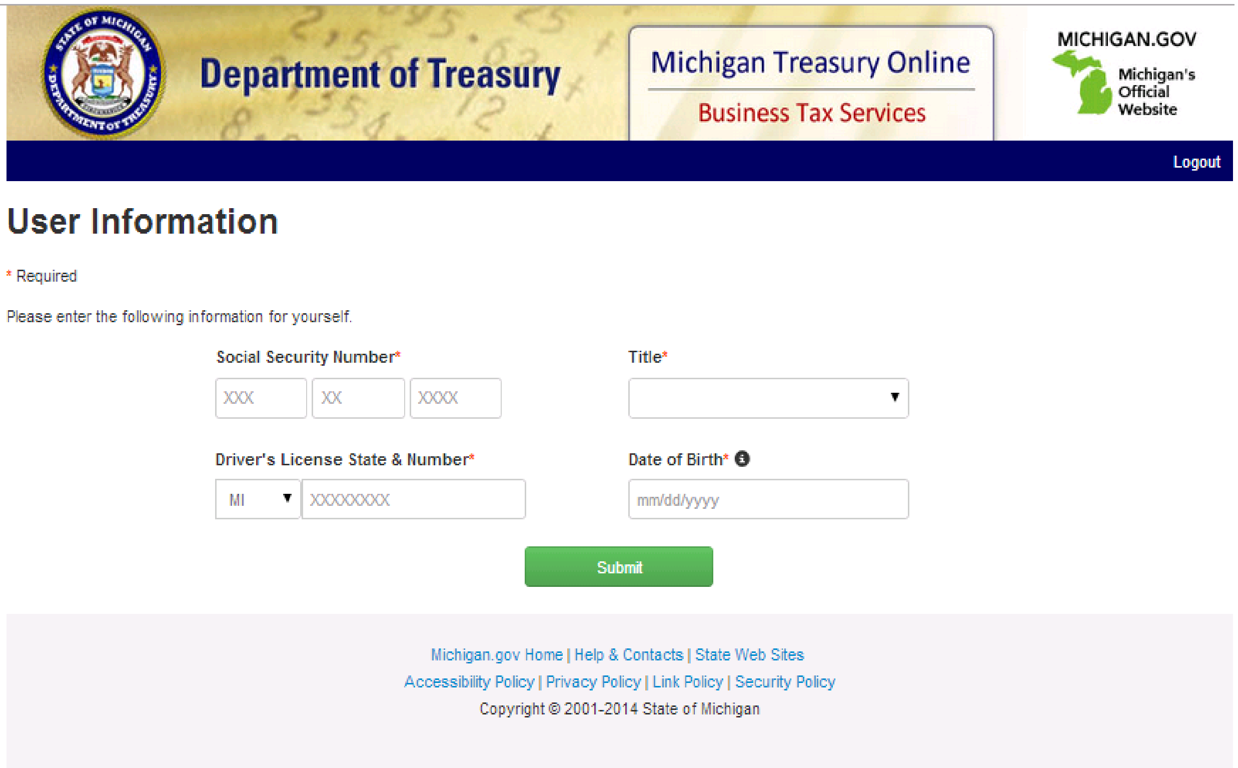
## Step 1:

Enter the access code or shared secret information into the appropriate field and click Submit.



## Step 2:

Next, complete the **'User Information'** page and click Submit.




**PLEASE NOTE:** The incorrect credentials message will appear if the incorrect access code or previously filed return information is entered incorrectly. After the **third** incorrect attempt, a lockout period of 24 hours will take place.

# Navigating Michigan Treasury Online Business Tax Services

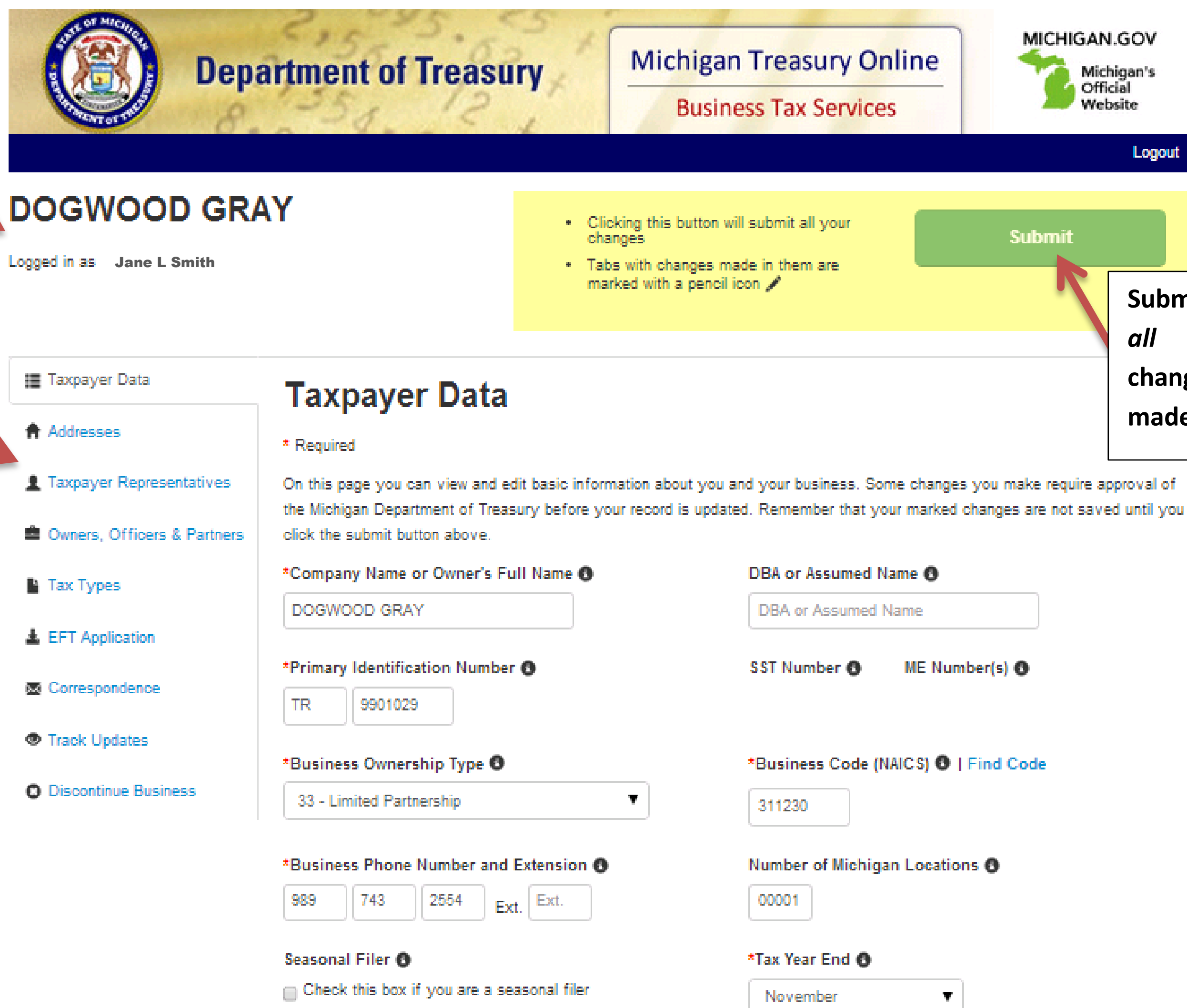
## Step 1:

You are now able to navigate within the Michigan Treasury Online Business Tax Services site to change or add specific business information.

The first page that appears is the **'Taxpayer Data'** page.

**PLEASE NOTE:** Required fields will need to be completed before submitting any changes. First time users may have to enter information in blank required fields due to the Michigan Department of Treasury not having the information on file.

Business name & user name.




Submits *all* changes made.

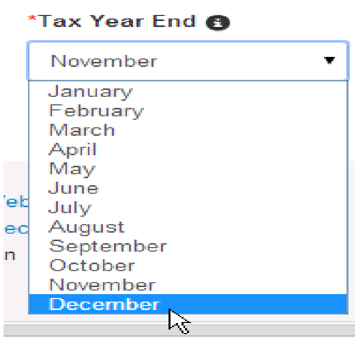
Click an item in the menu list to access that page.

**PLEASE NOTE:** Required fields are marked with a red *.

## Step 1 continued:

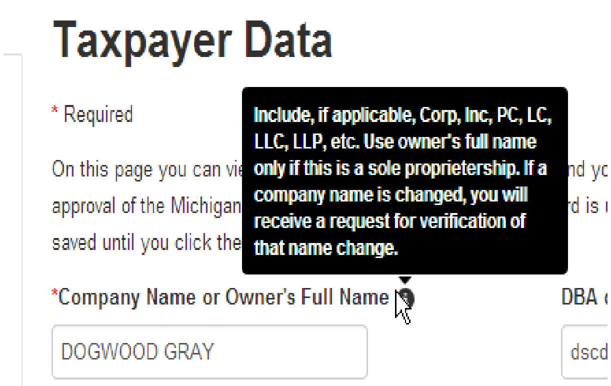
### *'Taxpayer Data' - Drop down menu options*


**Drop down menu list for 'Business Ownership Type' field.**



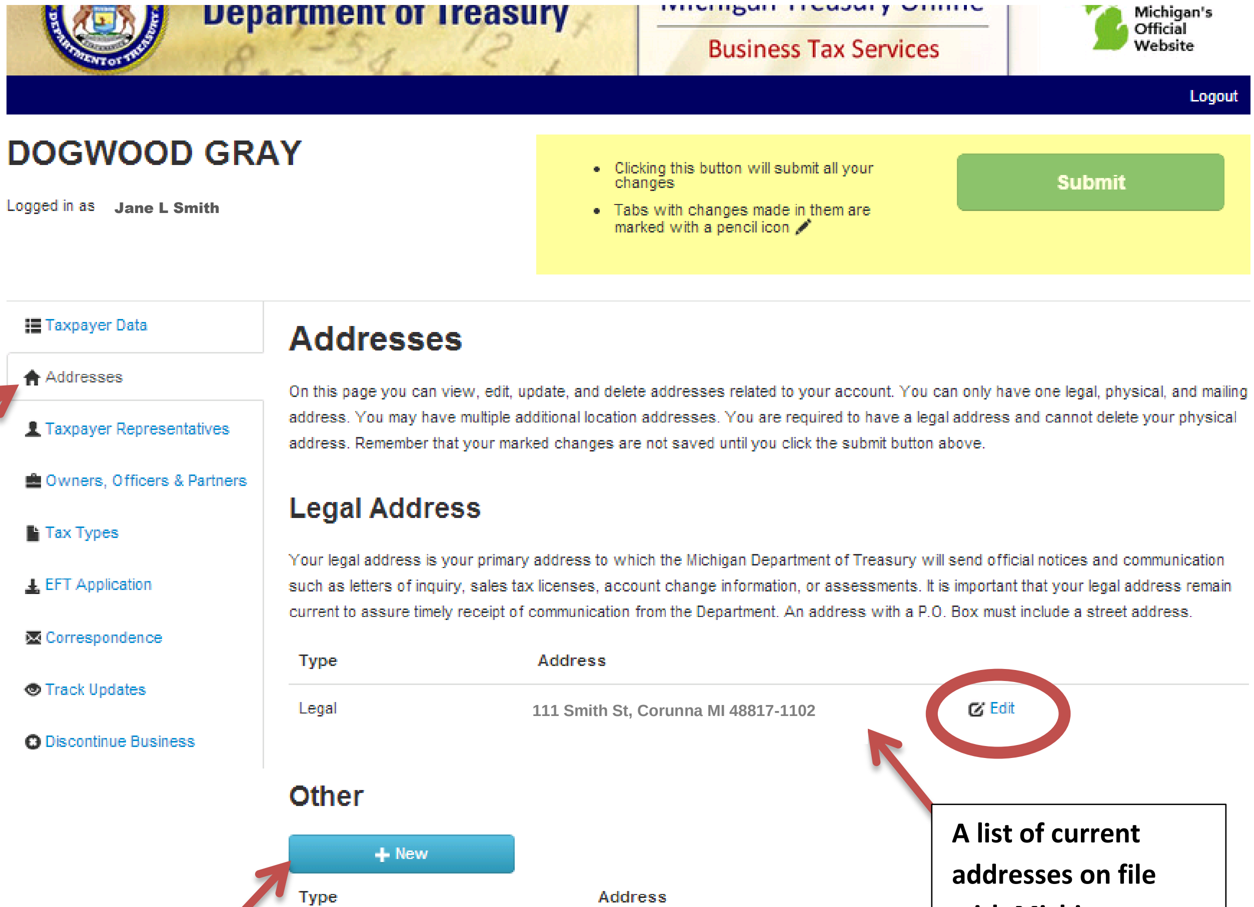

**Drop down menu list for 'Tax Year End' field.**

**PLEASE NOTE:** Fields that have the icon next to them have additional information. This information will appear when hoovering the mouse cursor over it. Example below:



## Step 2:

The next link in the menu list is to the **‘Addresses’** page.



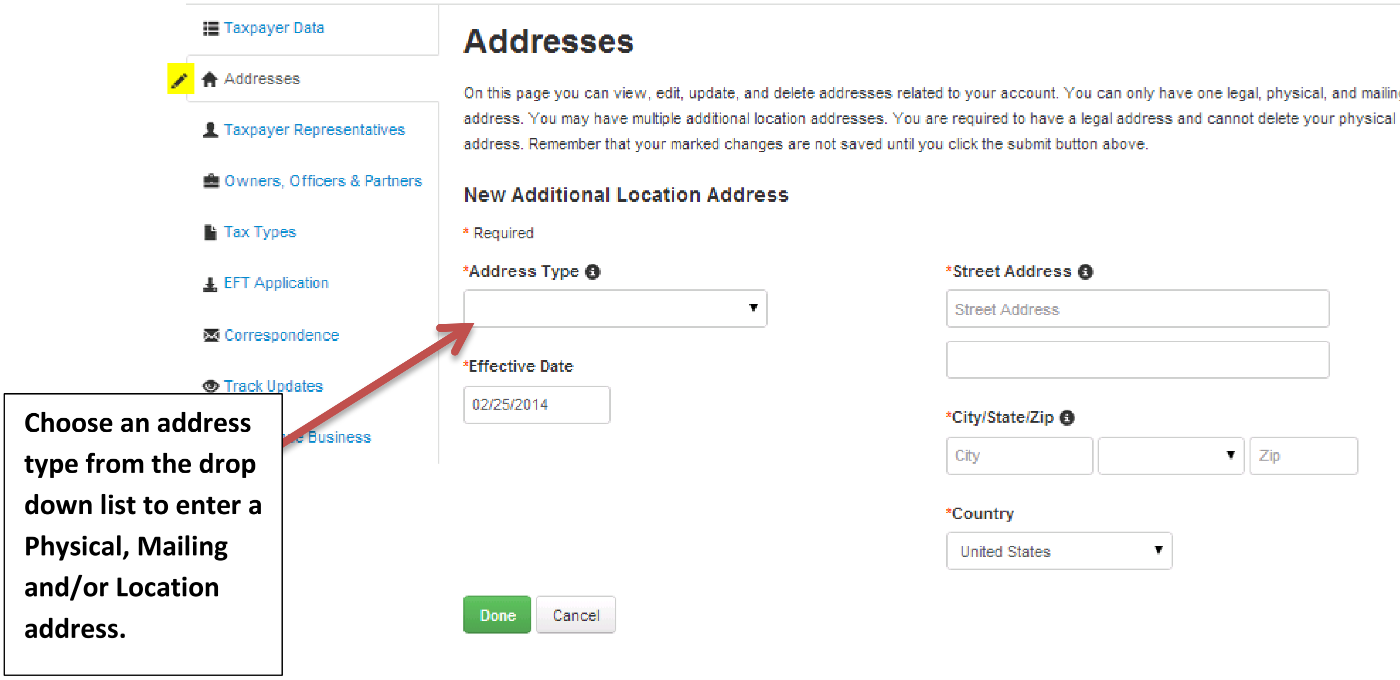

**Clicking this link routes to the ‘Addresses’ page**

**A list of current addresses on file with Michigan Department of Treasury will show here. In this example, only one address exists and can be edited.**

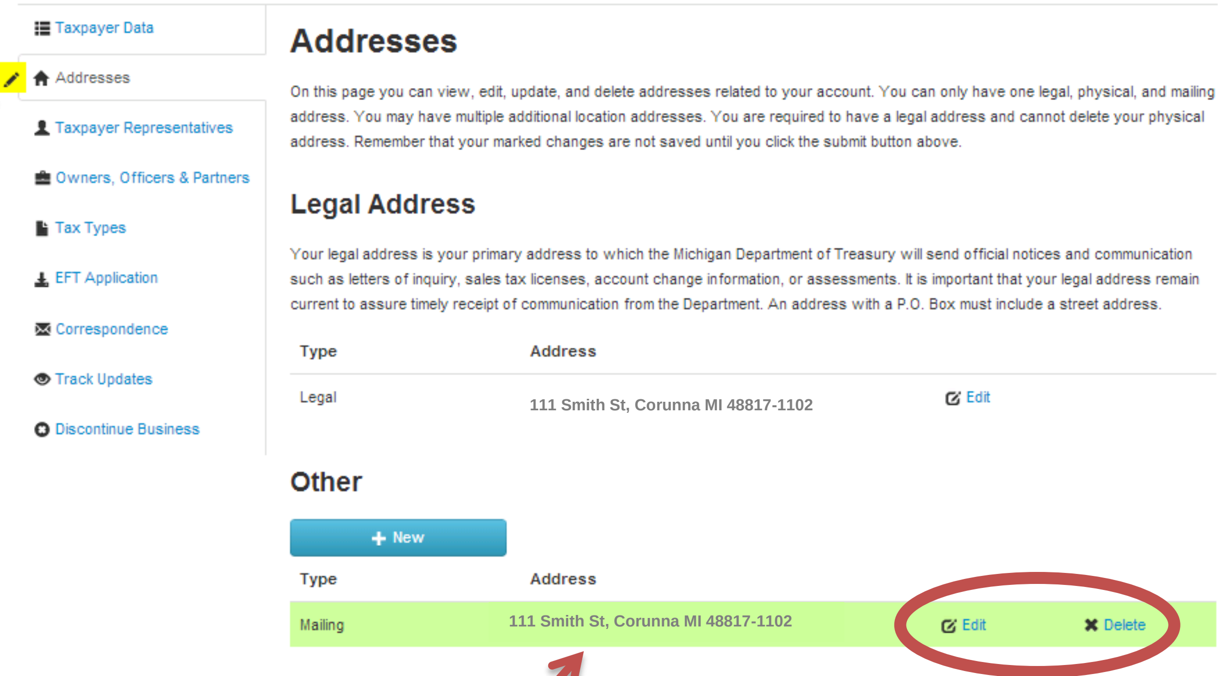
**Clicking ‘New’ will open the page to enter additional addresses.**

## Step 2 continued:

To add an address, click + New and fill out all of the required fields. Clicking Done will complete the transaction. The change will not be submitted until Submit has been clicked.




## Step 2 continued:

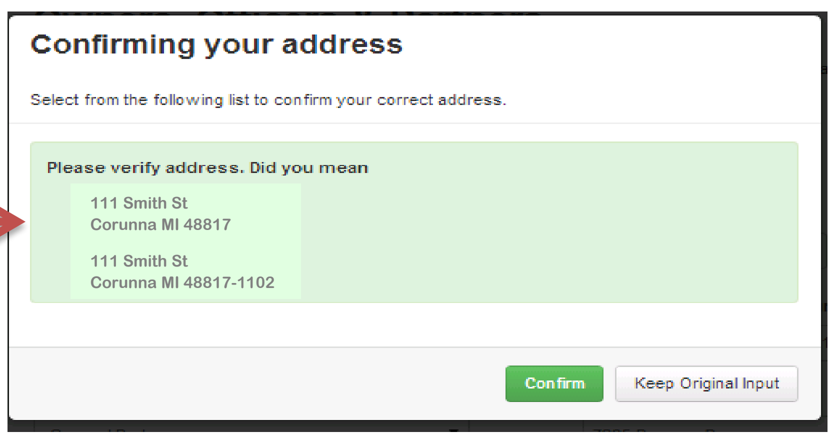



The yellow highlighted pencil indicates that information on the page has been changed or added.

The new address will now appear with the option to 'edit' or 'delete'.

**PLEASE NOTE:** All address additions or changes in Michigan Treasury Online Business Tax Services will prompt an address validation.

Click on the preferred address and click Confirm or click Keep Original Input to continue.



## Step 3:

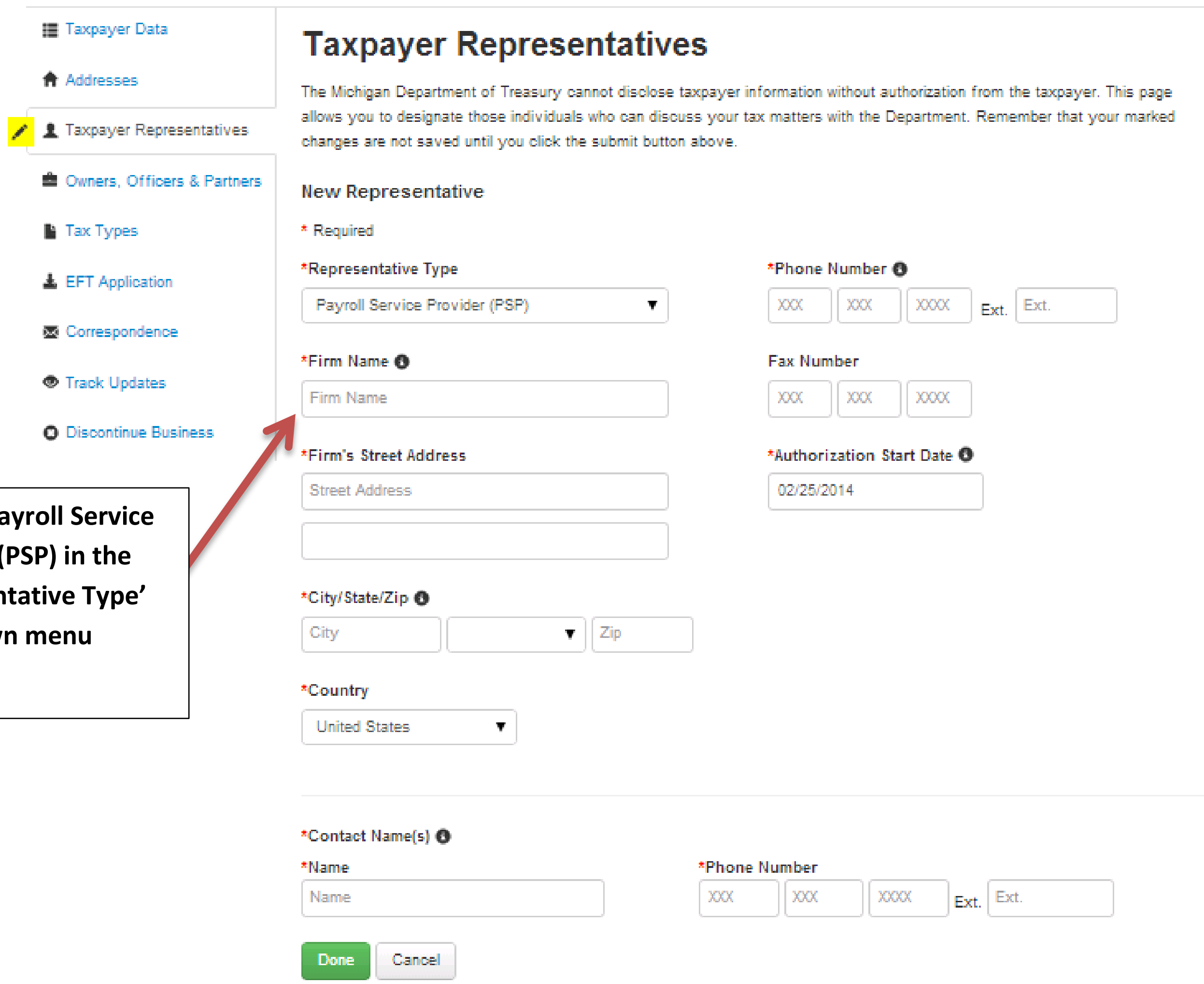
The next link in the menu list is to the **‘Taxpayer Representatives’** page.


**Clicking this link routes to the ‘Taxpayer Representatives’ page.**

**Clicking ‘New’ will open the page to add a new or additional Payroll Service Provider(s) (PSP) and/or Authorized Representative(s) (POA).**

## Step 3 continued:

To add a Payroll Service Provider, click + New and fill out all of the required fields. Clicking Done will complete the transaction. The change will not be submitted until Submit has been clicked.

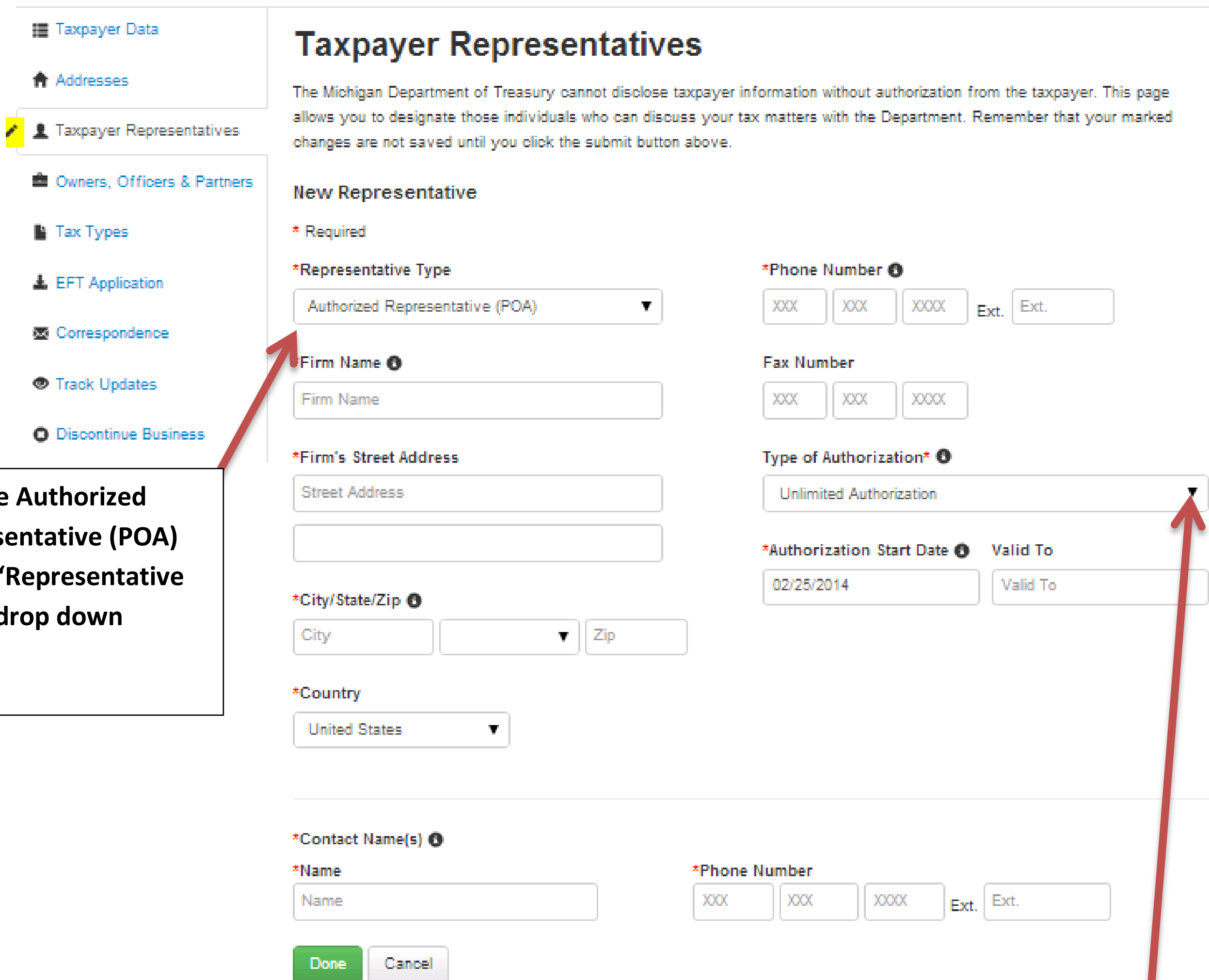



**Choose Payroll Service Provider (PSP) in the 'Representative Type' drop down menu Provider.**

## Step 3 continued:

To add an Authorized Representative, click + New and fill out all of the required fields.

Clicking Done will complete the transaction. The change will not be however, until Submit has been clicked.

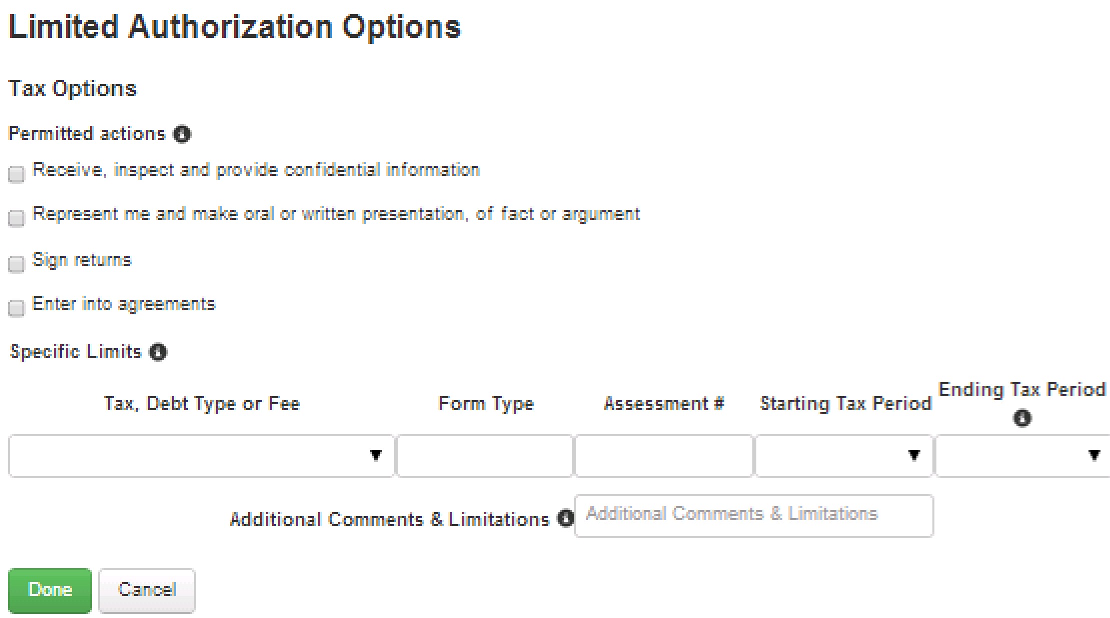



Choose Authorized Representative (POA) in the 'Representative Type' drop down menu.

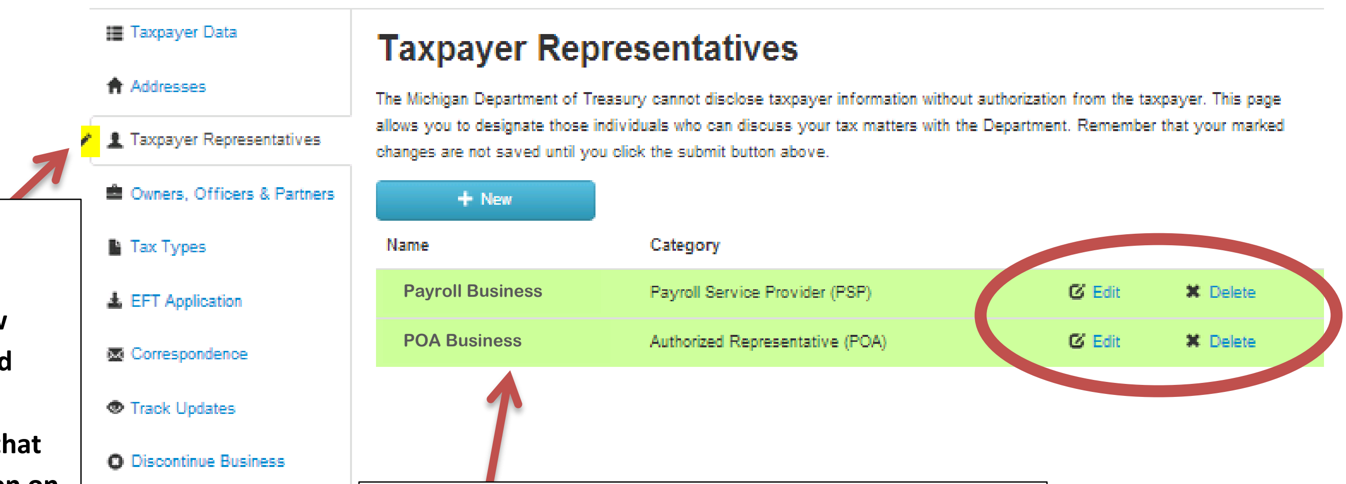
Select either unlimited or limited authorization from the 'Type of Authorization' drop down menu.

## Step 3 continued:

If Limited Authorization has been selected, specific limitation options will be presented as shown below. Fill out the applicable fields. Clicking Done will complete the transaction. The change will not be submitted until Submit has been clicked.



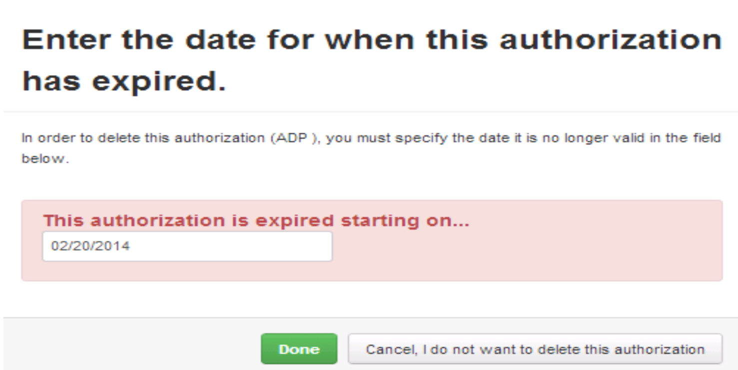
## Step 3 continued:




**The yellow highlighted pencil indicates that information on the page has been changed or added.**

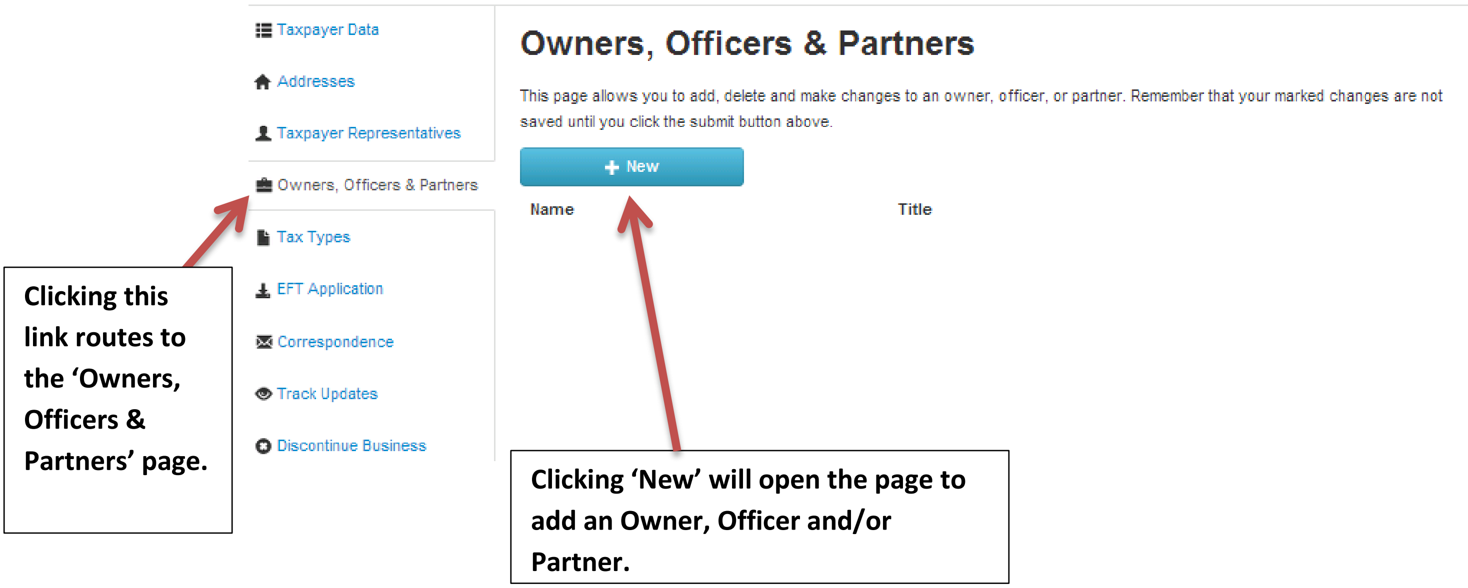
**The added Payroll Service Provider(s) and/or Authorized Representative(s) will now appear with the option to 'edit' or 'delete'.**

**PLEASE NOTE**: When **'Delete'** is selected you will be prompted to enter the authorization expiration date. Once the date is populated, click Done.



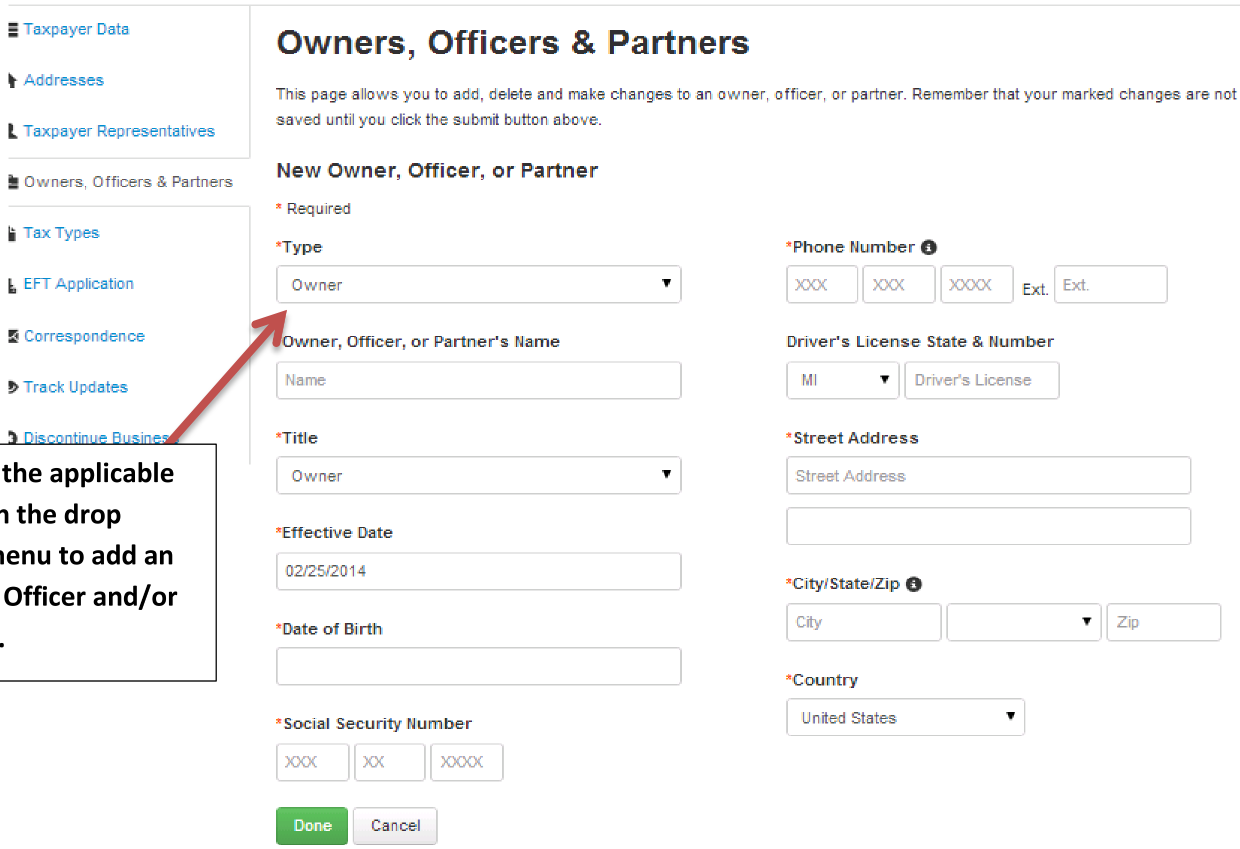
## Step 4:

The next link in the menu list is to the **‘Owners, Officers  & Partners’** page.



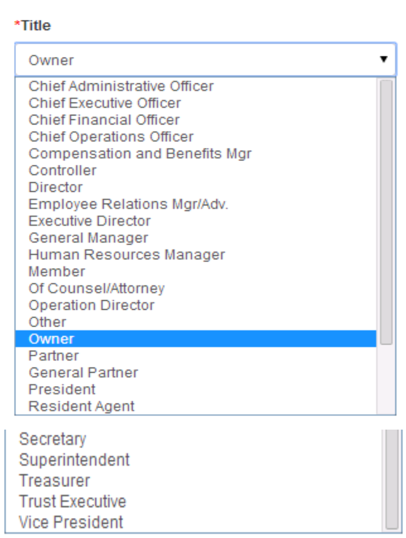
## Step 4 continued:

To add an Owner, Officer and/or Partner, click new and fill out all of the required fields. Clicking Done will complete the transaction. The change will not be submitted until Submit has been clicked.

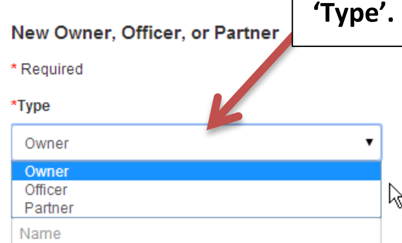



**Choose the applicable 'Type' in the drop down menu to add an Owner, Officer and/or Partner.**

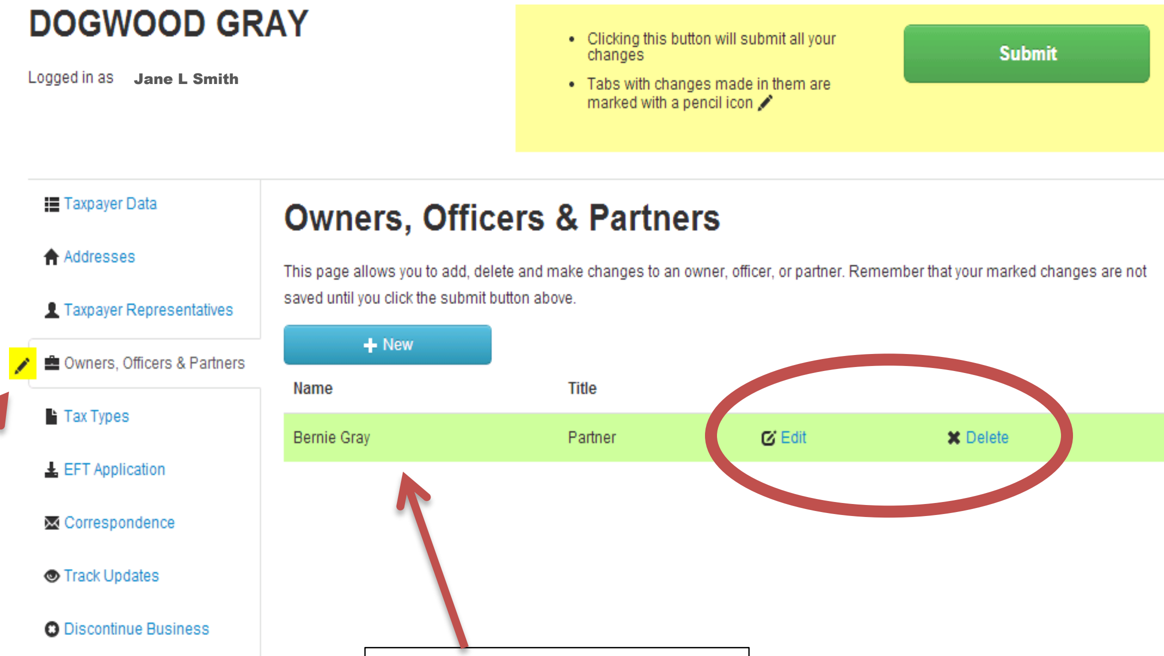
**Drop down menu list for 'Title'.**




**Drop down menu list for 'Type'.**



**Step 4 continued:**

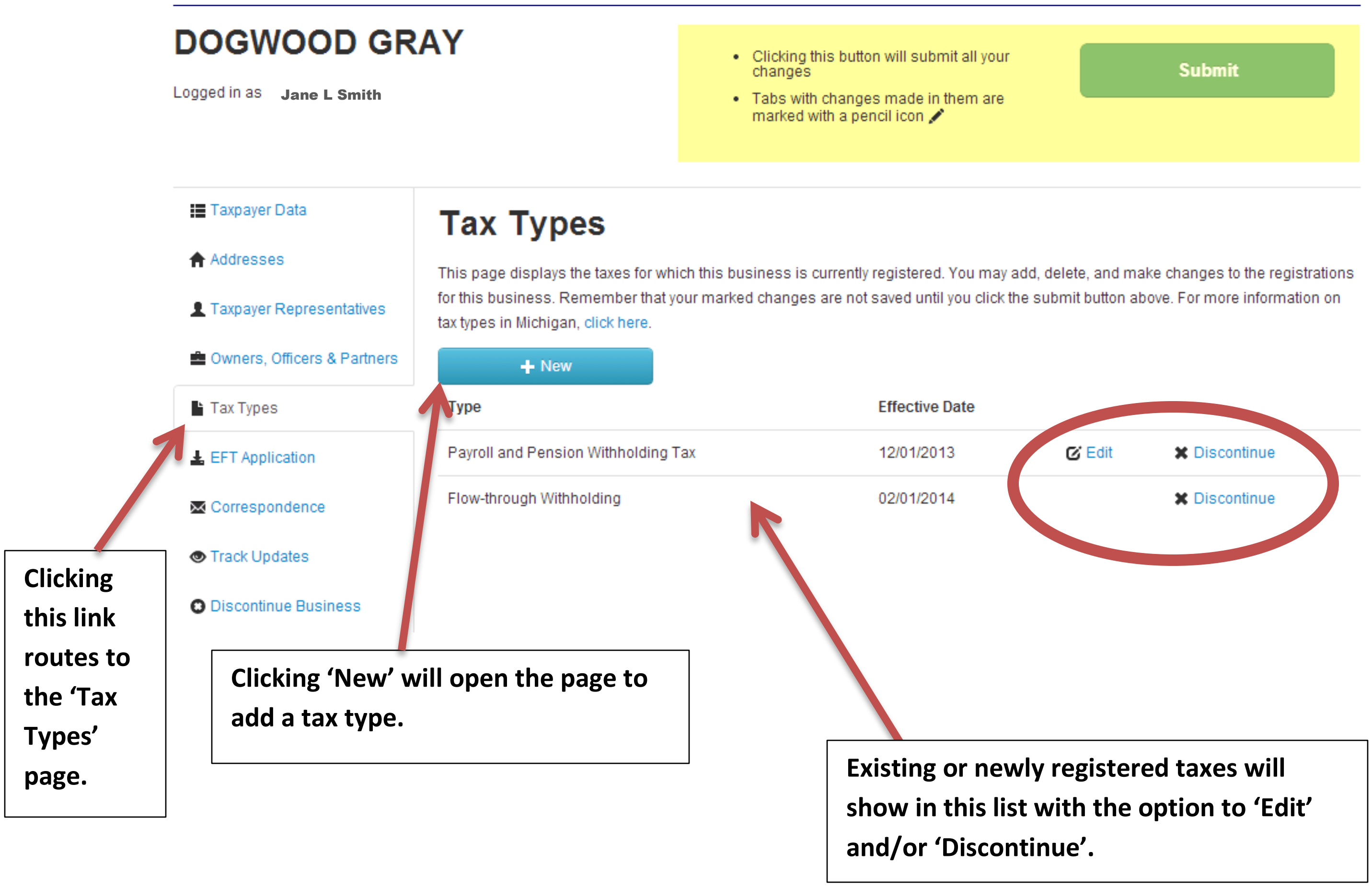



**The yellow highlighted pencil indicates that information on the page has been changed or added.**

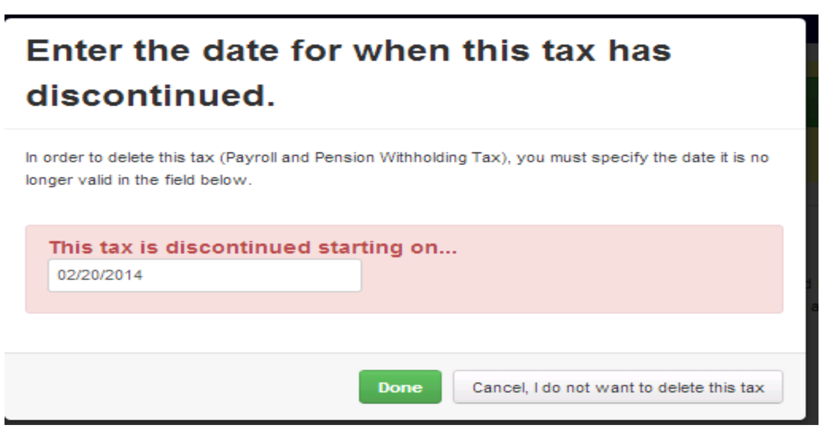
**The added Owner, Officer and/or Partner will now appear with the option to 'edit' or 'delete'.**

## Step 5:

The next link in the menu list is to the **'Tax Types'** page.

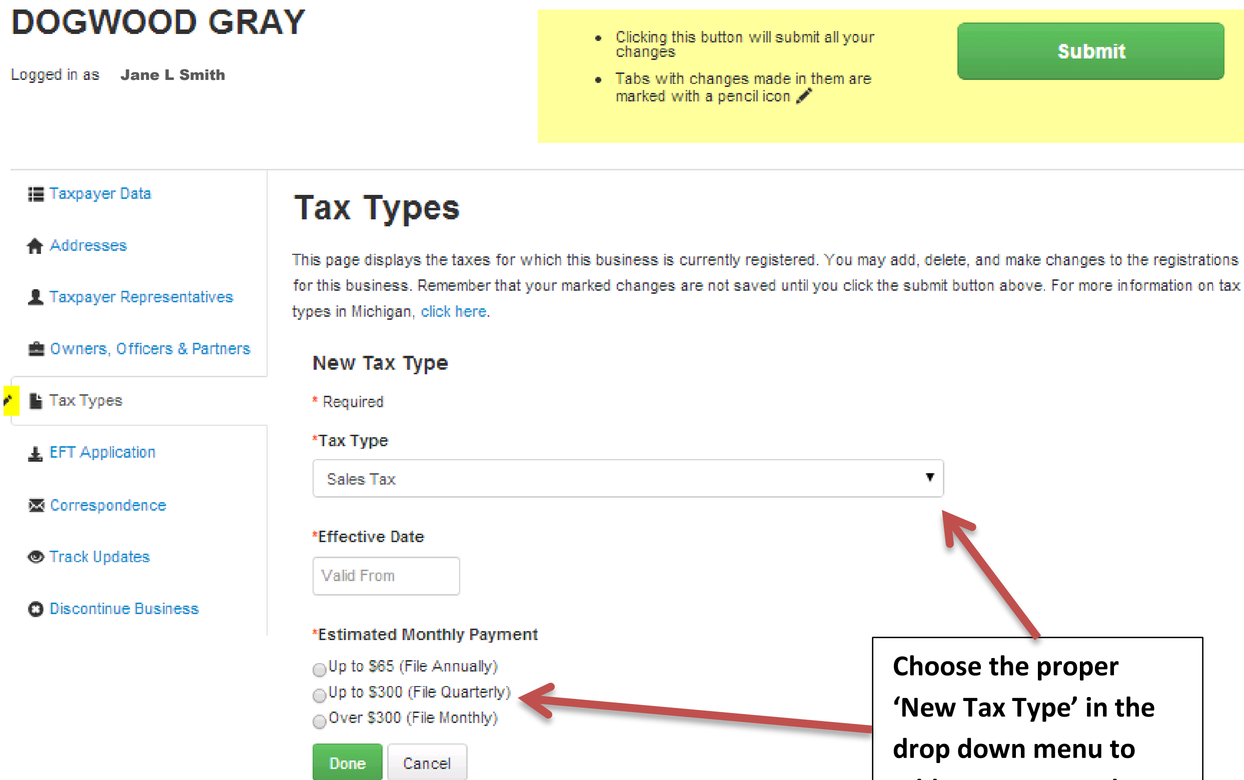



**PLEASE NOTE**: When **'Discontinue'** is selected you will be prompted to enter the tax discontinuance date. Once the date is populated, click Done to continue.



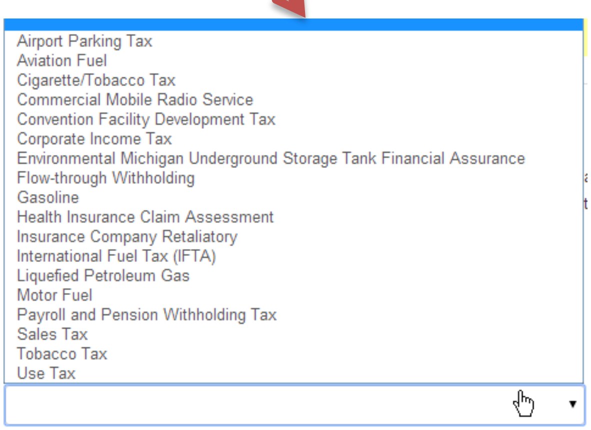
## Step 5 continued:

To add a Tax Type, click **+ New** and fill out all of the required fields. Clicking **Done** will complete the transaction. The change will not be submitted until **Submit** has been clicked.



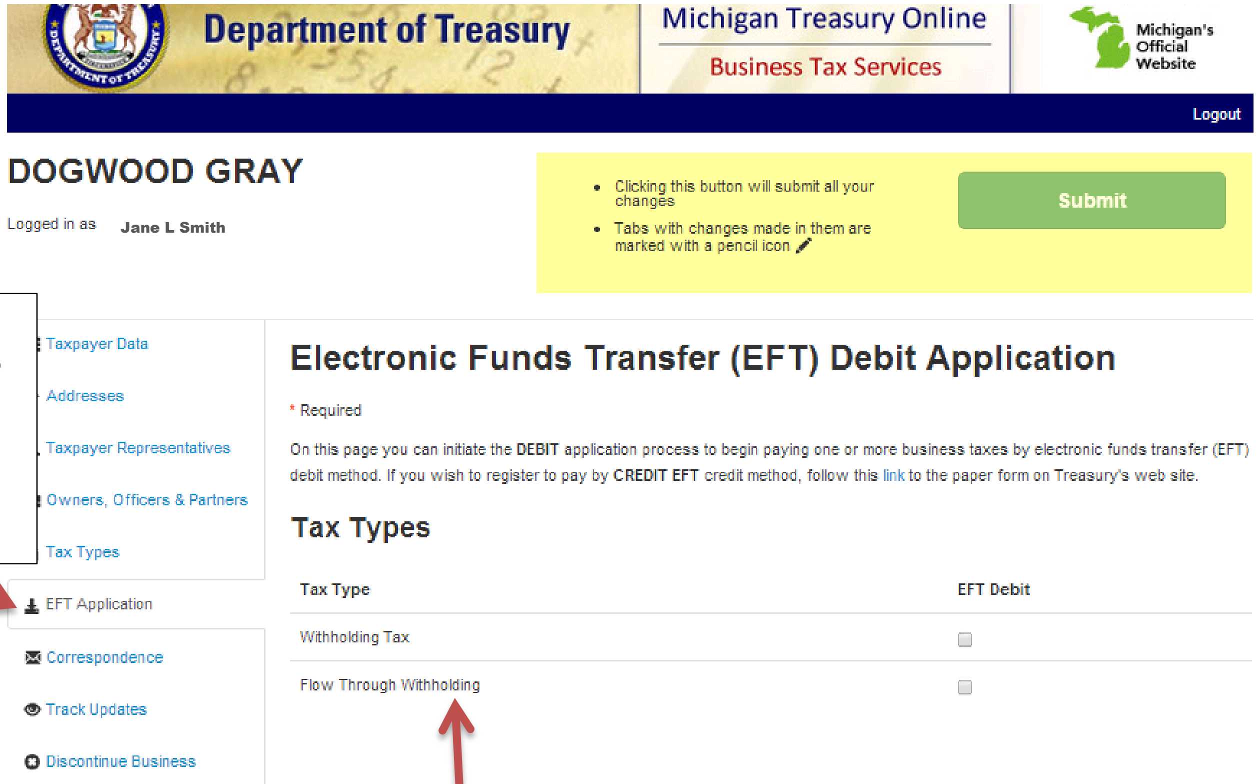

**Choose the proper 'New Tax Type' in the drop down menu to add a tax type and filing frequency if applicable.**

**Drop down menu list for 'Tax Type'.**



## Step 6:

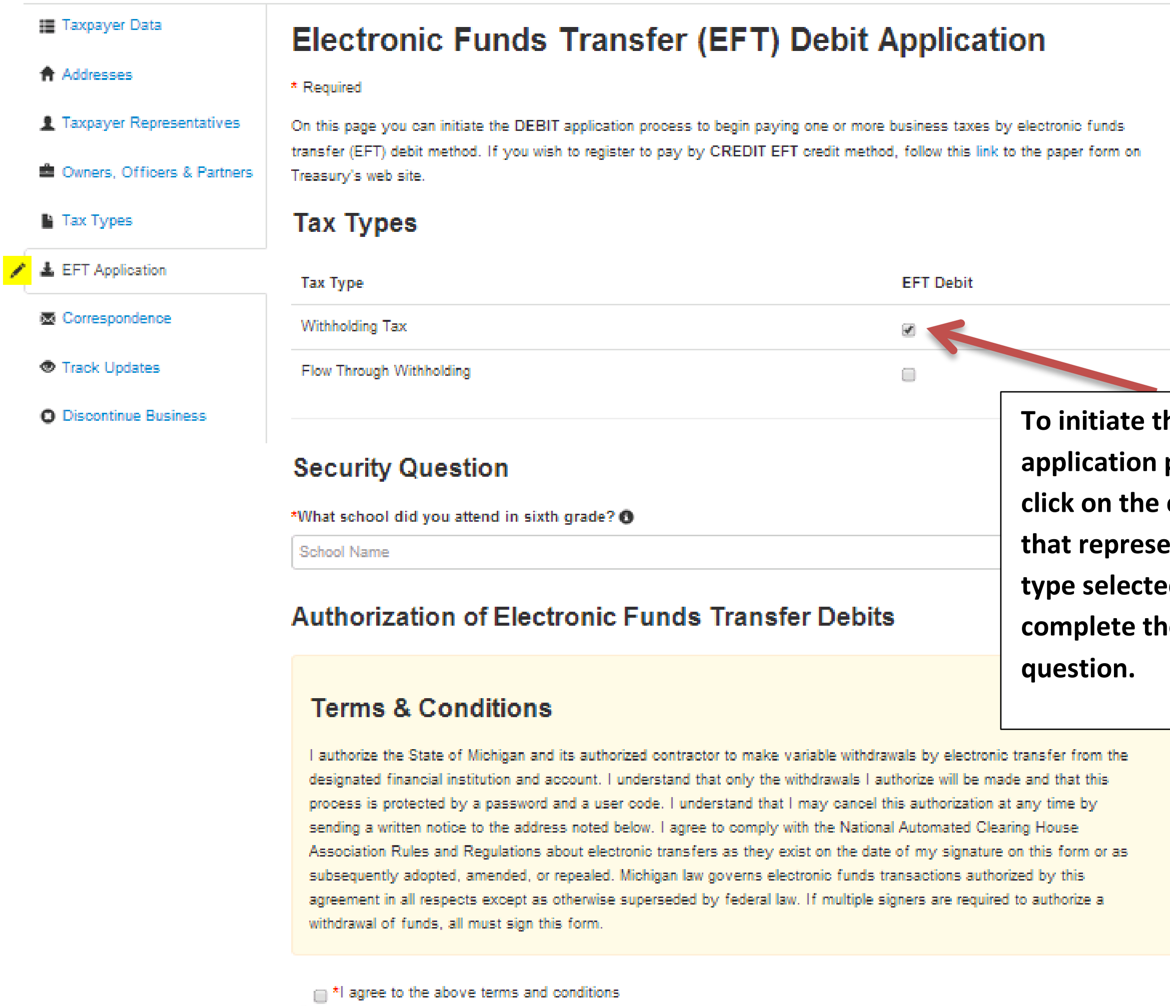
The next link in the menu list will route to the **'EFT Application'** page.




**Clicking this link routes to the 'EFT Application' page.**

**The registered tax types will appear in this list.**

**Step 6 continued:**

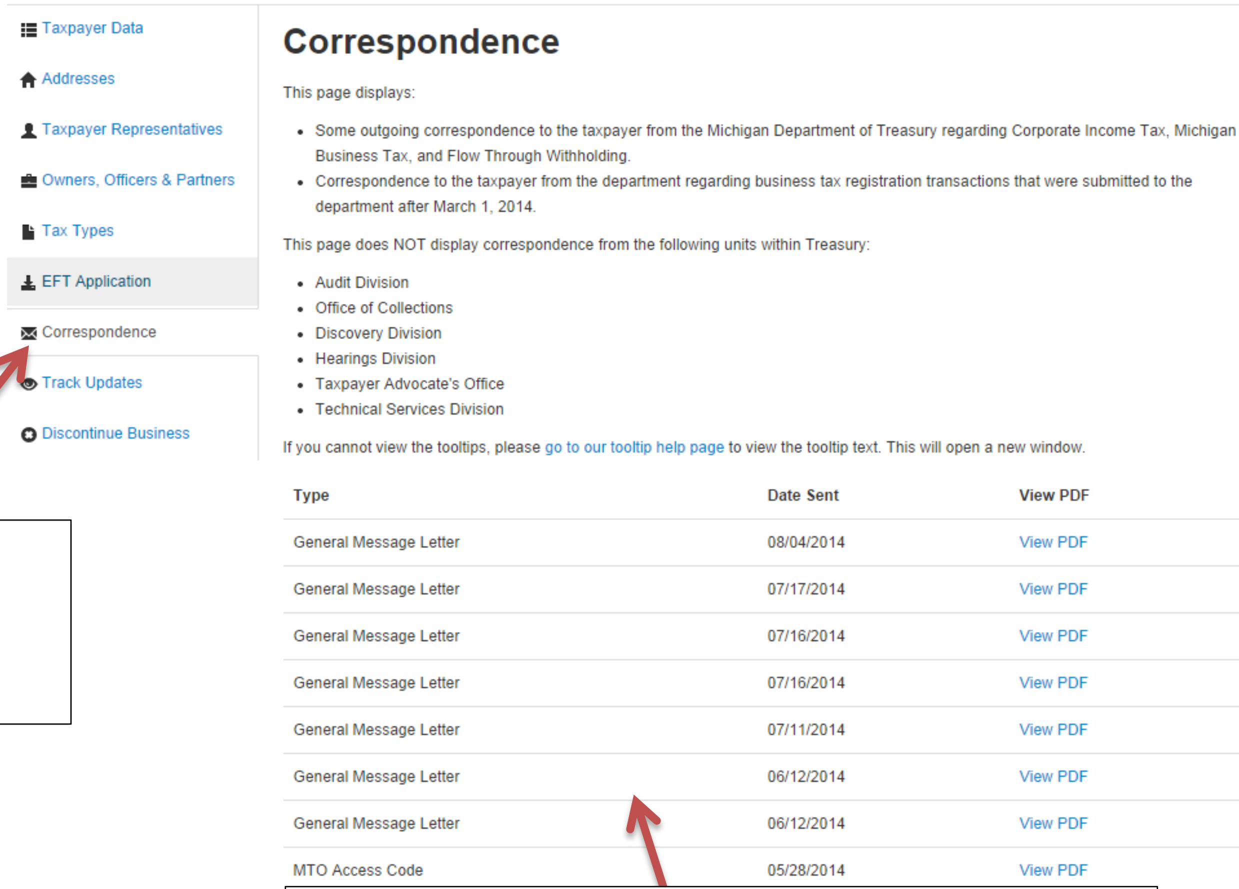



**To initiate the DEBIT application process, click on the check box that represents the tax type selected and complete the security question.**

**Click the checkbox to agree to the terms and conditions agreement.**

## Step 7:

The next link in the menu list will route to the **'Correspondence'** page.



- Taxpayer Data
- Addresses
- Taxpayer Representatives
- Owners, Officers & Partners
- Tax Types
- EFT Application
- Correspondence
- Track Updates
- Discontinue Business

# Correspondence

This page displays:

- Some outgoing correspondence to the taxpayer from the Michigan Department of Treasury regarding Corporate Income Tax, Michigan Business Tax, and Flow Through Withholding.
- Correspondence to the taxpayer from the department regarding business tax registration transactions that were submitted to the department after March 1, 2014.

This page does NOT display correspondence from the following units within Treasury:

- Audit Division
- Office of Collections
- Discovery Division
- Hearings Division
- Taxpayer Advocate's Office
- Technical Services Division

If you cannot view the tooltips, please go to our tooltip help page to view the tooltip text. This will open a new window.

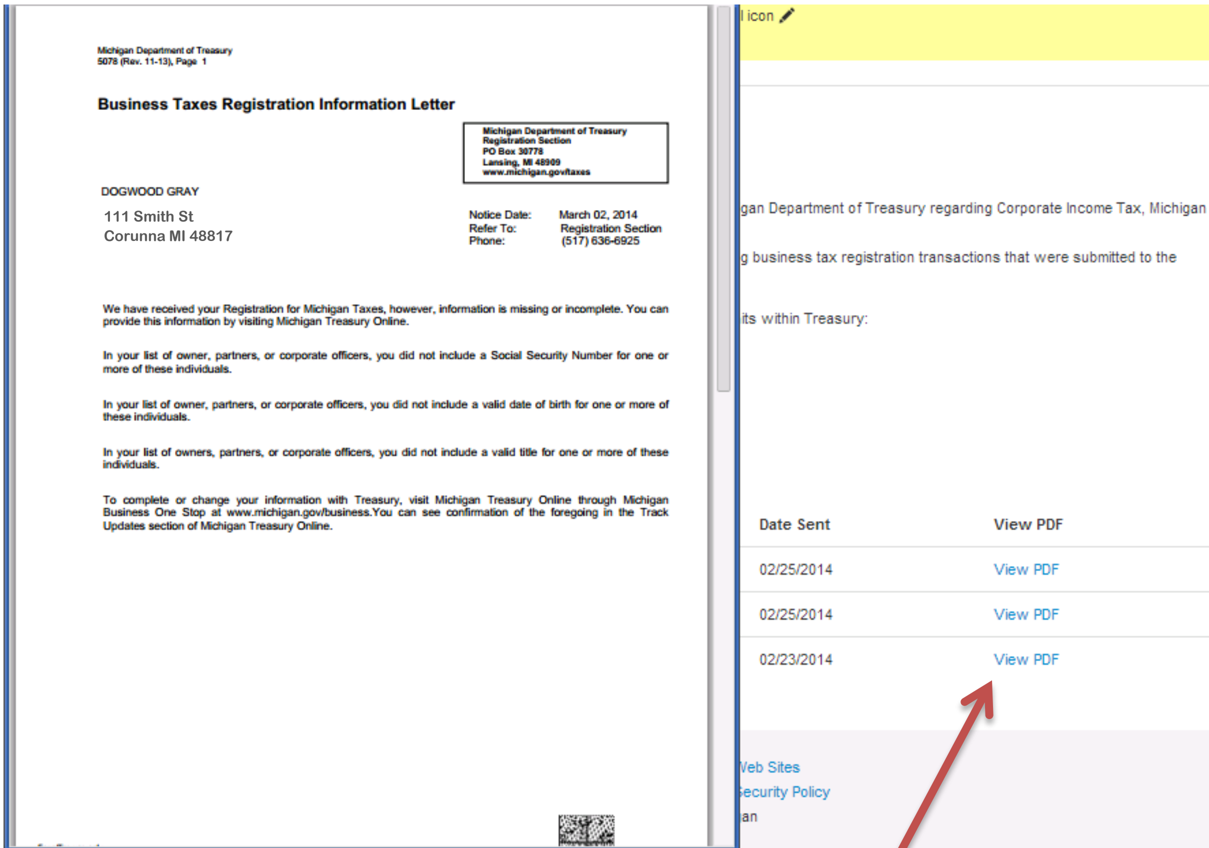
| Type | Date Sent | View PDF |
|---|---|---|
| General Message Letter | 08/04/2014 | View PDF |
| General Message Letter | 07/17/2014 | View PDF |
| General Message Letter | 07/16/2014 | View PDF |
| General Message Letter | 07/16/2014 | View PDF |
| General Message Letter | 07/11/2014 | View PDF |
| General Message Letter | 06/12/2014 | View PDF |
| General Message Letter | 06/12/2014 | View PDF |
| MTO Access Code | 05/28/2014 | View PDF |

**Clicking this link routes to the 'Correspondence' page.**

**This page will display specific outgoing correspondence issued in regard to Michigan Business Tax, Corporate Income Tax, FTW and business registration transactions submitted after March 1, 2014.**

## Step 7 continued:

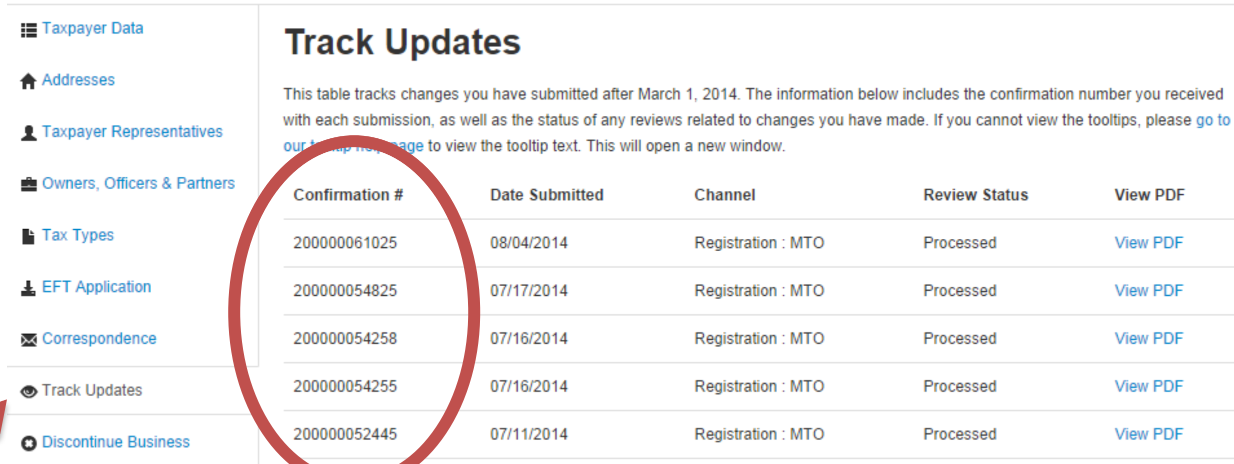
View, save and/or print correspondence that has been issued by clicking on **'View PDF'**.




Clicking on 'View PDF' opens a PDF version of the letter that was issued.

## Step 8:

The next link in the menu list will route to the **'Track Updates'** page.




| Confirmation # | Date Submitted | Channel | Review Status | View PDF |
|---|---|---|---|---|
| 200000061025 | 08/04/2014 | Registration : MTO | Processed | View PDF |
| 200000054825 | 07/17/2014 | Registration : MTO | Processed | View PDF |
| 200000054258 | 07/16/2014 | Registration : MTO | Processed | View PDF |
| 200000054255 | 07/16/2014 | Registration : MTO | Processed | View PDF |
| 200000052445 | 07/11/2014 | Registration : MTO | Processed | View PDF |

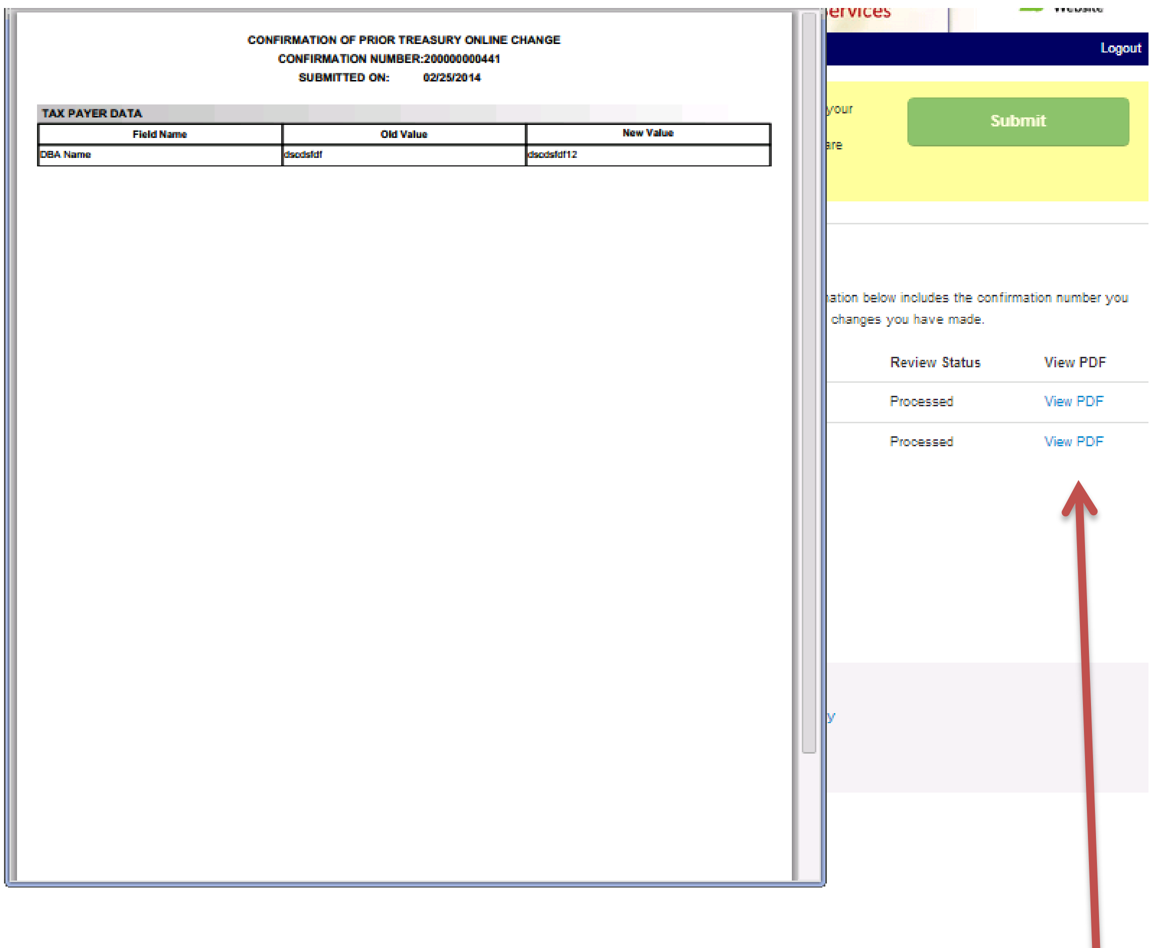
**Clicking this link routes to the 'Track Updates' page.**

**After all changes are made and** Submit **has clicked, a confirmation number will appear in the 'Track Updates' list.**

**PLEASE NOTE**: Submissions that require additional review by the Michigan Department of Treasury may stay in an "In Process" status. Once it is complete, the status will show as "Processed".

## Step 8 continued:

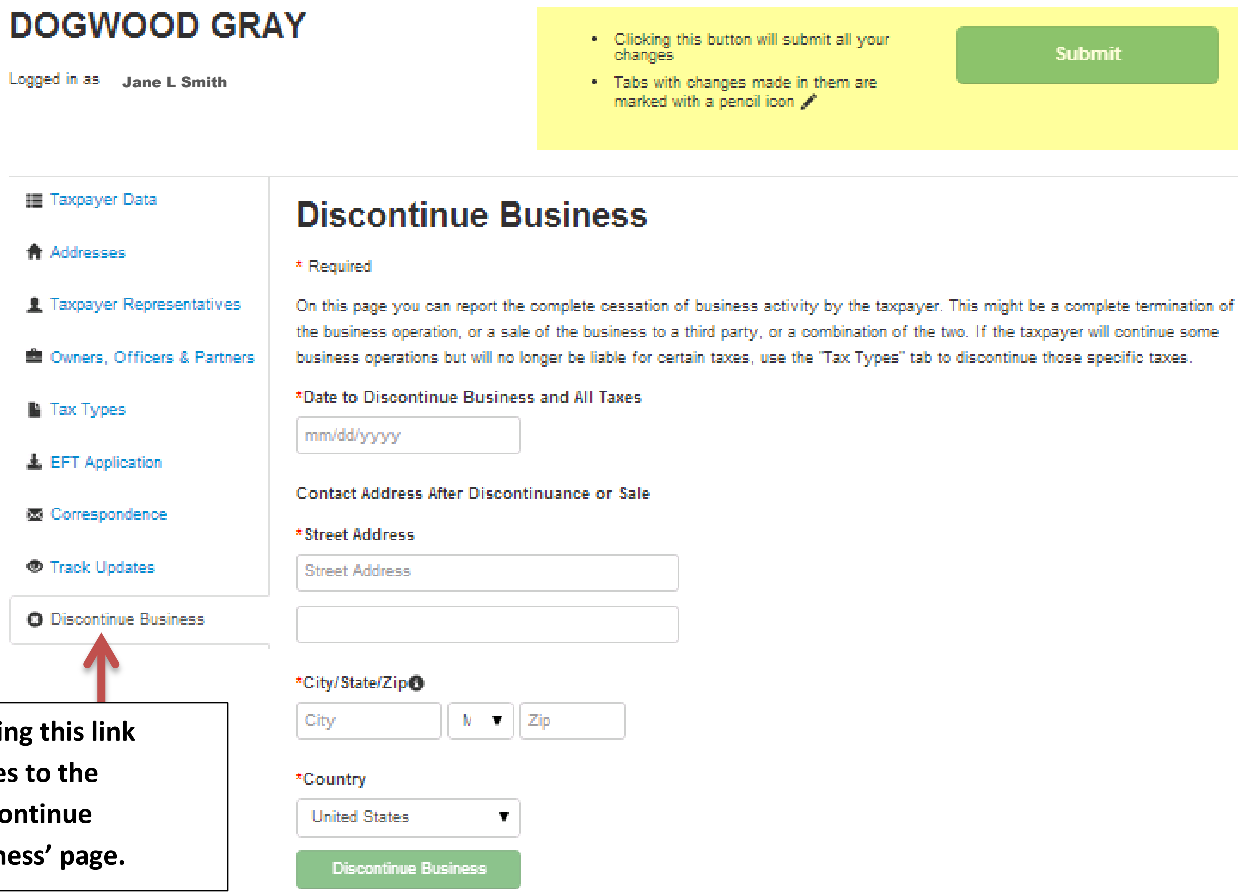
View, save and/or print the confirmation of the changes by clicking on **'View PDF'**.




**Clicking on 'View PDF' opens a PDF version of the confirmation of changes that have been submitted.**

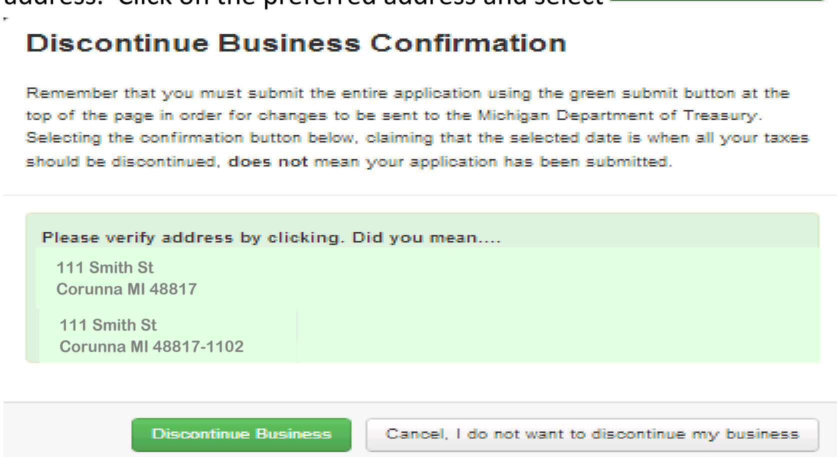
## Step 9:

The next link in the menu list will route to the **'Discontinue Business'** page.



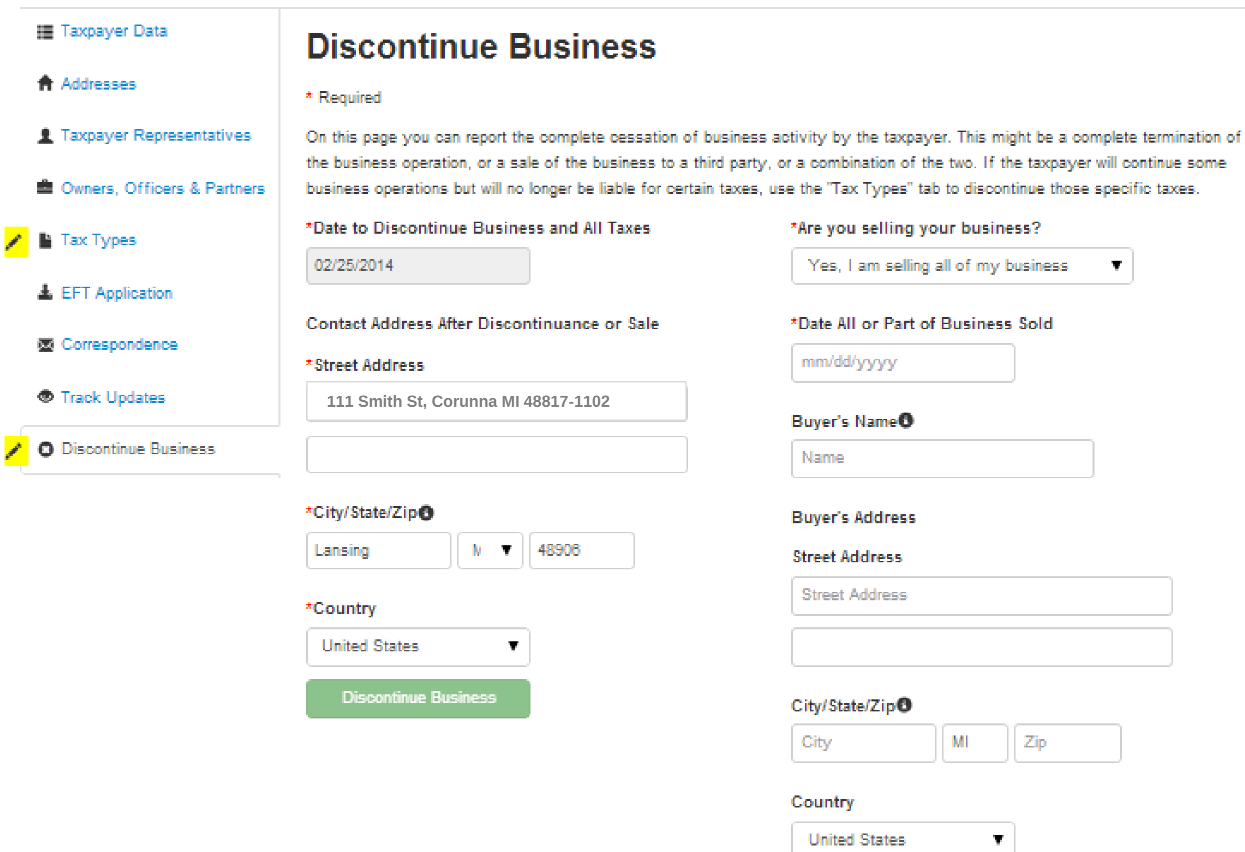

**Clicking this link routes to the 'Discontinue Business' page.**

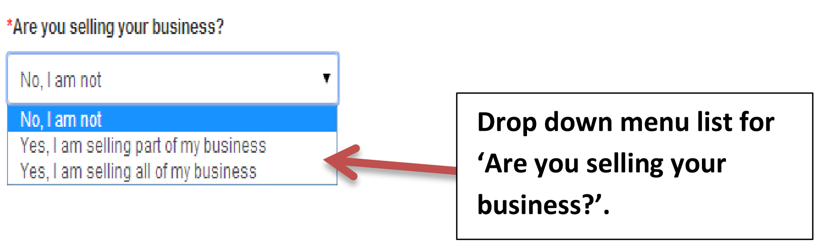
**PLEASE NOTE:** When **'Discontinue Business'** is selected, you will be prompted to validate the address. Click on the preferred address and select Discontinue Business to continue.



## Step 9 continued:

After the address validation, enter the additional information needed on the **'Discontinue Business'** page and click Discontinue Business.

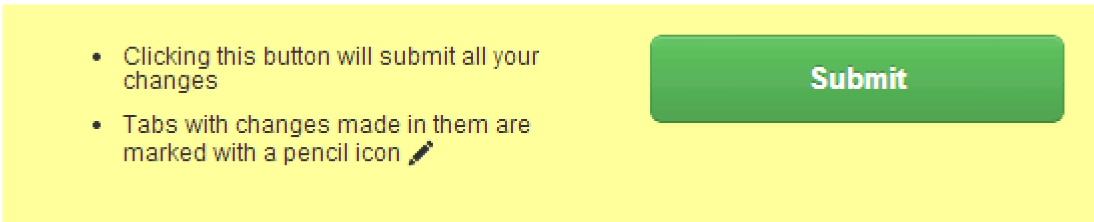


## Submitting all changes

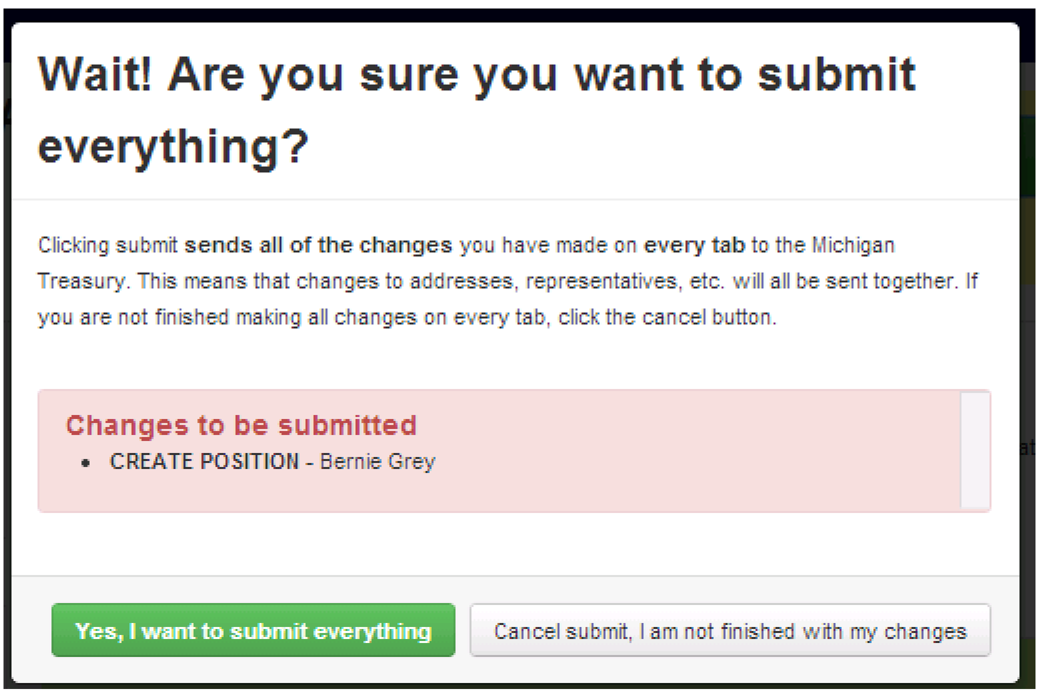
### Step 1:

**'Submit'** is clicked after completing all additions and/or changes.



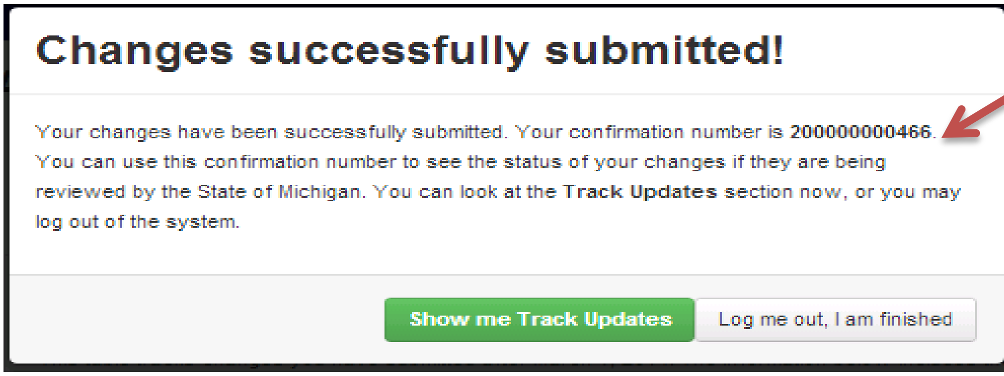

### Step 2:

Once submit is clicked, confirm the changes made by clicking **Yes, I want to submit everything**.



## Step 3:

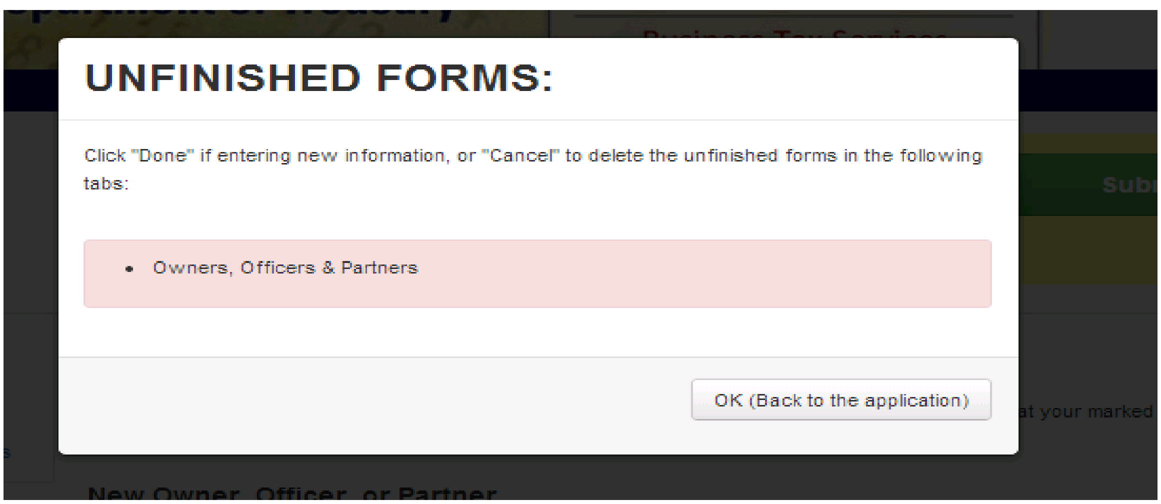
Next, a successful submission message appears providing an opportunity to log out or view 'Track Updates'.




**Confirmation number is provided.**

## Additional Message Examples

The Unfinished Forms message will appear when a page has been left incomplete. The information will need to be completed or canceled before submission. In the example below, 'Done' was not clicked on the 'Owners, Officers & Partners' page prior to submission.



## Additional Message Examples continued

A warning message appears if the page has been left unattended for 20 minutes.  Choose to either stay on the screen or be logged off.